



**CITY OF
CHULA VISTA**

276 FOURTH AVENUE
CHULA VISTA, CA 91910

Animal Adoption Counselor

Part-time Benefited Position

RECRUITMENT NUMBER: 06531001

SALARY: \$18.18 - \$22.10 / HOURLY

FILING DEADLINE: 5 PM, FRIDAY, FEBRUARY 24, 2006

SUPPLEMENTAL APPLICATION FORM REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

This position will perform a wide variety of specialized animal services duties at the animal facility involving the animal adoption process; act as a liaison with other shelters and rescue groups; provide animal care and ownership responsibility information to public and perform other related duties as assigned. This position will receive direction from the an assigned supervisor and may exercise technical and functional guidance over volunteer staff. This position is a .75 position (with pro-rated benefits) and will work a 30-hour per week schedule which may include weekends. This position will be assigned at the City of Chula Vista Animal Care Facility located at 130 Beyer Way.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to the following: manage the process and placement of animal adoptions at the shelter; review adoption applications and contact prospective adopters; conduct adoption counseling on animal behavior, expectations, needs and responsible ownership; coordinate adoption events to promote the animal care facility adoption program; review the euthanasia list and remove adoptable animals when appropriate to await placement in suitable homes; assist in the evaluation of adoptable animals; provide information on individual animals to prospective adopters; publicize the volunteer program and events; act as a liaison with volunteers; act as a community liaison between local animal rescue groups; review rescue group's site and facilities; coordinate placement; transport animals to and from other shelters; interact with other agencies; arrange for placement in qualified foster homes; coordinate public education on pet care and responsible ownership; attend animal events that will promote the shelter's activities; maintain adoption files and records; assist with fee collection and perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to the completion of twelfth grade and one year of responsible experience involving animal care, handling, and/or placement. Experience as an animal adoption advocate is highly desirable. **License:** Must have a valid California Driver's license.

Knowledge, Skills and Abilities: Knowledge of: physical and behavioral characteristics of common breeds of dogs, cats and other animals; proper feeding, handling and caring of animals; public relations and interpersonal skills; animal control protection laws, rules and regulations; simple record keeping methods; safe handling procedures for different species of animals; English usage, spelling, grammar, and punctuation; modern office procedures, methods and punctuation; modern office procedures, methods and computer equipment. Ability to: intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff; understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities; work independently with limited supervision and exercise initiative and sound judgment; apply operating rules and procedures of assigned department; work cooperatively with other departments policies, procedures, and other rules; establish and maintain financial records; perform mathematical computations; operate a variety of office equipment such as a calculator, computer and related software; compile and maintain complex and extensive records and files; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk and/or stand at a counter for varying periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; must be able to lift with assistance animals and materials weighing up to 125 pounds.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and supplemental application form by 5:00 p.m., Friday, February 24, 2006. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail. Applications submitted without a Supplemental Application Form will not be accepted.

The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see reverse).



Assigned Staff: Cleve Jacobs, (619) 585-5743, cjacobs@ci.chula-vista.ca.us • Published: 2/1/06
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

The Human Resources Department is committed to providing superior services to employees, department, and the public to ensure an informed, quality workforce and community, while treating everyone with fairness, dignity, and respect.

SUPPLEMENTAL APPLICATION FORM

ANIMAL ADOPTION COUNSELOR
Recruitment No. 06531001

Last Name

First Name

MI

Before completing this application, read the job summary and requirements that are stated on the job announcement. If you do **not** meet these requirements, do not apply.

The information contained in the employment and supplemental application will be used to determine your eligibility to compete, and will be evaluated in the recruitment process. Sections not applicable to your particular qualifications should be marked *N/A* or lined out to indicate that they have not been overlooked. Do *not* answer any questions with *refer to resume*. Please give clear, concise, complete and legible information.

Section 1. MINIMUM REQUIREMENT

Do you have at least one year of responsible experience involving animal care, handling, and/or placement?

☐ Yes

☐ No

If yes, please list the position(s) that provided you with this experience.

Position title

Name of Facility

.....
.....
.....

Section 2. EXPERIENCE

A. Animal Services

Do you have experience in resolving animal-related issues?

☐ Yes

☐ No

If yes, briefly describe this experience by specifying which of the following areas you have experience with; the job titles you have held while performing tasks along these areas; and the length of your experience.

Area (Mark <input checked="" type="checkbox"/> all that apply)	Job Title(s) Held	Length of Experience
<input type="checkbox"/> Animal Adoption	▶	____ Years
<input type="checkbox"/> Euthanasia	▶	____ Years
<input type="checkbox"/> Animal Foster Care	▶	____ Years
<input type="checkbox"/> Pet Care/Responsible Ownership Advocacy	▶	____ Years
<input type="checkbox"/> License Processing	▶	____ Years

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Section 2. EXPERIENCE (continued)

B. Public Contact

List the jobs you have held that involved public contact. Indicate the type of contact, degree of contact, and length of your experience.

Job Title	Type of Contact	On a DAILY basis, describe level and degree of this contact	Length of Experience
▶	<input type="checkbox"/> Face to face <input type="checkbox"/> Telephone	<input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Light	____ Years
▶	<input type="checkbox"/> Face to face <input type="checkbox"/> Telephone	<input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Light	____ Years
▶	<input type="checkbox"/> Face to face <input type="checkbox"/> Telephone	<input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Light	____ Years

Use the following definitions in describing your level/degree of public contact.

Heavy

70% - 100% of time spent in dealing with *complex* customer service issues and situations requiring a high degree of sensitivity, tact, and diplomacy; frequent contact with irate and/or emotional customers.

Moderate

40% - 60% of time spent in dealing with customers; exercises appropriate judgment in responding to *routine* inquiries and releasing information.

Light

Less than 40% of time spent in dealing with customers; responds to routine inquiries.

Section 3. COMPUTER SKILLS

Describe your level of proficiency in computer software applications.

Applications	Level of Proficiency*		
▶ Word Processing	<input type="checkbox"/> <u>Beginner</u> Has at least one year of experience producing work using this program; or has completed a beginner course.	<input type="checkbox"/> <u>Intermediate</u> Has more than 1 to 3 years of experience producing work using this program.	<input type="checkbox"/> <u>Advanced</u> Has more than 3 years of experience producing work using this program
▶ Spreadsheet	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
▶ Internet	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
▶ Outlook	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced